

## VIBu 2019 description

### **Before** the two simulation days

- Participants get familiar with all the materials and install and test all the needed software tools.
- They are also asked to get in touch with their teammates as soon as they receive the team list with information about who they are (1–2 weeks before first simulation day).
- They are asked to discuss a strategy and make some plans on how they will run their company and who will be responsible for what.
- Team members also create a shift plan for the team — who will be responsible at what time — and send it via e-mail before the sessions start.

### **First** simulation day

- Teams manage a company — they operate a supply chain from raw material purchases to customer deliveries.
- All communication during the simulation sessions is virtual, using Skype, email, and other tools.
- Rough schedule for the simulation day:
  - The day will start with a quick intro / 'hello' — meeting which is also recorded and available to those joining online later.
  - This is then followed by a slow start (the simulation clock is started, and the simulation companies become active), making sure no teams are left behind (facilitators closely monitoring teams and making sure their connections are up and they have at least some idea what to do).
  - The first result session (followed by a break) is held around 3–4 hours after the beginning. During the results, the simulation clock stays stopped. It takes about this time from the start to have the first meaningful key figures out of the system because the simulation clock runs very slowly in the beginning.
  - There is another result session in the middle of the day, and 2–3 additional quick breaks (5–10 minutes) during the day.
  - The final results session starts about 30 minutes before the closing and most interesting key figures are presented and discussed.

### **Between** the two simulations

After the first simulation day, the participants have two assignments to undertake:

- The first one is a team assignment, in which the teams analyse their situation and prepare themselves for the second simulation day. They are also asked to assess their performance as a team, their strengths, and weaknesses.
- The second one is an individual reflection essay whereby they have to use a list of questions shared with them to reflect on the whole virtual teamwork experience.

For both assignments the instructions are sent after the first simulation session.

### **Second** simulation day

The second simulation day continues from where the first day ended. Teams can immediately start executing their new strategy and plans.

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During the second simulation day, some new features and challenges are added to simulation setup (like new products), and this requires the teams to be dynamic and be able to adjust their plans. Further, specific members are asked to switch teams “unexpectedly”, so team dynamics change half-way through the VIBu project.

Otherwise, the second day follows a similar format to the first simulation day.

### **After the two simulations**

After the second simulation day, participants are expected to complete the second individual assignment — again an individual reflection essay — which requires them to reflect on their personal interactions and performance within their team and with the other teams.

Full results from the sessions are shared with all participants.

### **Tools used during the VIBu project**

During the simulation sessions, we there are three main communication tools:

- **Skype:** used for communication between participants, teams and tutors.
- **RealVNC-viewer:** used for accessing the simulation company (connection between a user and the virtual server).
- **Adobe Connect:** used for video-meetings, bringing all tutors and learners together, e.g., to take a look at the results of the simulation companies.